

17 JANUARY 2003



Civil Engineering

**DISASTER PREPAREDNESS PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 932 CES/CEX (MSgt Scott A. McDaniel) Certified by: 932 MSG/CD (Maj Kenneth E. Baker)
Pages: 5
Distribution: F;(4 AF/CEX)

This instruction implements Air Force Policy Directive (AFPD) 10-25, *Full Spectrum Threat Response*; AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*; SAFBI 32-4001, *Disaster Preparedness Program*; 375 AW OPlan 32-95, *Disaster Preparedness Operations Plan*; AMC Pamphlet 36-4, *Air Base Operability Training* and the Host Tenant Support Agreement. This instruction specifies the procedures, criteria and controls that govern the 932 AW Disaster Preparedness Program. It defines some functions of the units within the 932 AW that contribute to the program. It applies to all units assigned to the 932 AW at Scott Air Force Base, IL.

1. Wing Disaster Preparedness Office. The wing Disaster Preparedness Program is managed by the readiness air reserve technician (ART) for the 932 AW/CC. This office provides the wing with the following:

1.1. Staff Assistance Visits (SAV). SAVs will be conducted every 24 months to all subordinate units and performed as prescribed by the Disaster Preparedness (DP) Wing SAV Checklist. Each unit will use the same checklist to conduct semi-annual self-inspections.

1.2. Training.

1.2.1. All personnel assigned to the 932 AW will receive Nuclear Biological Chemical Defense Training (NBCDT) IAW AFI 32-4001, AFRC Sup1, para 6.4.4. An updated Chemical Warfare Training Status Report, Training Percentage Report and Information Brief will be provided to unit Disaster Preparedness Representatives (DPR) each month. These documents will be used to determine unit training requirements and status.

1.2.2. Initial NBCDT classes are provided as needed, by 375 CES/CEX, IAW the Host Tenant Support Agreement. Newly assigned personnel are scheduled to complete this training within the first three (3) unit training assemblies (UTA) after being assigned, unless documentation of training is provided. The duration of the class is 8 hours and includes Explosive Ordnance Recon, Contamination Control Area processing, and Mask Confidence Training.

1.2.3. Refresher NBCDT classes are provided on the UTA, or as needed. Requests for a class other than a scheduled refresher class for 20 or more personnel can be given, when requested 30 days in advance.

1.2.4. Refresher NBCDT training will be reaccomplished not to exceed 15 months, to avoid being placed in overdue status. Failure to accomplish this training within an 18-month period will result in the requirement to retake initial training.

1.2.5. Specialty Training (ST) conducted while wearing the ground crew ensemble (GCE) is performed by all mobility assigned personnel. Each supervisor ensures personnel are performing and are certified in all tasks as outlined on the master career field education and training plan (CFETP) ST checklist or operating instruction (OI) and as outlined in AMCPAM 36-4.

1.2.6. Training for primary and alternate DPRs will be provided upon assignment or as needed.

1.2.7. Status of equipment and training will be provided to all assigned unit commanders annually. Percentages on wing and unit NBCDT will be provided on a monthly basis.

2. Internal DP Program Management.

2.1. Responsibilities. The overall responsibility for the wing DP program rests with the wing commander. The wing commander will ensure:

2.1.1. Capable and experienced unit members are appointed to the SAFB Disaster Control Group (DCG), IAW AFMAN 32-4004, *Emergency Response Operations*.

2.1.2. DCG members receive training provided by 375 CES/CEX.

2.1.3. DCG members establish needed checklists in support of 375 AW.

2.1.4. An attack response exercise (ARE) is conducted annually to include aircraft and associated hazards for all units with a mobility commitment. All other exercise requirements, including Natural Disaster Response Exercises (NDREs), Major Accident Response Exercises (MAREs) and Weapons of Mass Destruction Exercises (WMDEs) may be conducted in conjunction with the 375 AW exercise program.

2.2. Readiness ART Will Ensure:

2.2.1. 932 AWI 10-2501 is reviewed annually.

2.2.2. Equipment is calibrated and maintained as prescribed by applicable technical order (T.O.) requirements.

2.2.3. On-the-Job and recurring training is monitored and maintained to ensure appropriate upgrade of readiness personnel as prescribed in CFETP 3E9X1, *Readiness*.

2.2.4. Supplies and equipment are funded and backorders monitored as prescribed by AFI 10-2501, AFMAN 23-110V2, *USAF Supply Manual*, and applicable AFRC supplements.

2.2.5. Incoming personnel are briefed through the Newcomers Flight on the following areas:

2.2.5.1. Their responsibility to familiarize family members with hazards associated in this geographic area and actions required by family members to protect themselves from those hazards.

2.2.5.2. Readiness actions including warning/alert system, attack conditions, shelter locations,

and actions required by personnel while away from home when major military conflicts occur.

2.2.6. Materials are provided for unit and wing DP Information Programs.

2.2.7. Guidance and training is provided for exercise evaluation team (EET) members as necessary for operational readiness exercises (ORE), NDREs, WMDEs and AREs.

3. Unit Commander's Responsibilities:

3.1. Appoint a primary and alternate DPR in writing from each unit to manage the unit DP program. One of the appointees must be an ART, for continuity purposes.

3.2. Ensure DPRs attend the scheduled DPR meetings. Refresher DPR training is conducted in conjunction with the DPR meetings or as needed.

3.3. Appoint personnel to tasked specialized teams, i.e., contamination control, decontamination, etc, in writing.

3.4. Ensure that operational and training chemical warfare equipment is funded and on hand.

3.5. Ensure that adequate amounts of training equipment are on hand.

3.6. Ensure a DP training budget is established.

4. Unit Disaster Preparedness Representatives (DPRs):

4.1. Are responsible for managing their unit DP program.

4.2. Maintain their unit DPR Continuity book, IAW 932 AWI 10-2501.

4.3. Ensure letters of appointment are current.

4.4. Conduct a unit DP information program.

4.5. Attend DPR training conducted by the 932 CES/CEX office within three UTAs upon assignment to the position.

4.6. Attend scheduled, as needed DPR meetings presented by the 932 CES/CEX office.

4.7. Must have unit continuity books available for training, meetings, and SAVs.

4.8. Ensure technical orders will be available for inspection of DP related equipment.

5. DPR Continuity Book:

5.1. The unit DPR continuity book is a composite of a unit's disaster preparedness program. Therefore, each unit will have a unit handbook. It will be identified on the unit file plan. The set up of the continuity book is as follows:

5.1.1. Tab 1: Current letter of appointment.

5.1.2. Tab 2: Specialized team letter of appointment.

5.1.3. Tab 3: Training Documentation.

5.1.4. Tab 4: Publications. The following publications AFI 32-4001, AFRC Sup 1, AFMAN 32-4005, *Personnel Protection and Attack Actions*, 932 AWI 10-2501, and 375 AW OPlan 32-95. Mask inventory list and all applicable T.O.s.

5.1.5. Tab 5: Visual Aids.

5.1.6. Tab 6: SAV Program. Current DP SAV checklist, the last two SAV reports, and when applicable, documentation of corrective actions and follow-up report.

5.1.7. Tab 7: Miscellaneous.

6. SAV Procedures.

6.1. A bi-annual SAV schedule will be developed by the 932 CES/CEX office and distributed to the DPRs.

6.2. The unit commander or a designated representative and the DPR will be in-briefed. The DPR will be out-briefed.

6.3. The SAV will consist of a review of the DP SAV checklist items.

6.3.1. Ten percent of assigned unit personnel will demonstrate proficiency while processing through the contamination control area (CCA).

6.4. Units will respond to SAV reports, with corrections and suspense dates if required, in writing to the 932 CES/CEX office within three UTAs after the report date.

6.5. The 932 CES/CEX office will analyze SAV reports for trends and any needed corrective actions. The results of the overall trend analysis will be reported to the wing commander, and staff at his or her discretion, in the annual commander's report.

7. Specialized Teams. Conducted under the guidance of the 932 CES/CEX office. 375 CES/CEX will also provide assistance, if required. Refresher training will be conducted IAW OIs.

7.1. The 932 AW has the following specialized teams:

7.1.1. Decontamination for Area/Facility.

7.1.2. Exercise Evaluation Team (EET).

7.2. Training is documented on AF Form 1098, **Special Task Certification and Recurring Training**. The 932 CES/CEX office will maintain training records and appointment letters. DPRs will also maintain copies of their unit's specialized teams training documentation and appointment letters.

8. Exercise and Evaluation.

8.1. Objectives: To provide realistic, large-scale training, and to determine the wing's capability to respond, operate and recover in challenging or adverse conditions, IAW AFI 32-4001, AFRC Sup1.

8.2. EET Members:

8.2.1. The EET chief for the 932 AW will be appointed by the 932 AW Commander.

8.2.2. The EET members will be appointed by each unit commander in writing, as requested by the team chief. Team members should have expertise in the functional area in which they will evaluate.

8.2.3. A list of EET appointments will be provided from the respective units to the 932 CES/CEX office.

8.3. EET Chief Responsibilities.

- 8.3.1. Establish exercise objectives.
- 8.3.2. Ensure exercise inputs have been developed for all functional areas to be evaluated.
- 8.3.3. Ensure evaluation checklists are developed and maintained for areas to be evaluated.
- 8.3.4. Ensure evaluation checklists are reviewed by the affected functional area and the 932 CES/CEX office.
- 8.3.5. Develop exercise scenarios.
- 8.3.6. Conduct exercises as planned.
- 8.3.7. Debrief EET members.
- 8.3.8. Write exercise reports (unless the wing commander directs otherwise) and submit copies to the wing plans and 932 CES/CEX offices.
- 8.3.9. Brief the wing staff at the UTA staff meetings, discuss problem areas and solutions within an acceptable time frame.
- 8.3.10. Ensure coordination is accomplished between host base EET and the 932 AW EET for maximum participation in local and base exercises.

9. 932 AW/CEX Office Responsibilities.

- 9.1. Train EET members (when required) IAW AFI 32-4001 and the applicable OI.
- 9.2. Provide technical expertise to the EET Chief in preparing and conducting realistic exercise scenarios.

10. Objectives: To provide realistic, large-scale training, and to determine the wing's capability to respond, operate and recover in challenging or adverse conditions. Exercises are coordinated with and evaluated by higher headquarters.

11. Host Base Tasking: The wing Disaster Preparedness Program functions under the guidance outlined in SAFB OPlan 32-95, SAFBI 32-4001, and the Host Tenant Support Agreement.

ORAL W. CARPER, Colonel, USAFR
Commander